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Writing a successful cover letter

Written by on May 14, 2008

A cover letter's purpose is to introduce yourself to the potential employer and it should be brief and outline your skills and achievements and any accomplishments you have made in past work. Your cover letter should be used alongside your resume to outline what you have accomplished in the past, the cover letter should also state why you think you are the best candidate for the job and also what you could offer the company should they hire you.

It should be [well written](#) and laid out and just a few paragraphs long, your cover letter could mean the difference between your resume being read and you being considered or invited to attend an interview or not.

Tips for writing a [successful cover letter](#)

Everyone that writes a resume should include with it a cover letter, the cover letter is usually the first thing an interviewer will look for, a well planned cover letter will tell the recruiter if you are worth considering and if they should read your resume to learn more about you.

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What is the difference between a resume and a CV

Written by on May 14, 2008

Is there any difference between a resume and a CV and if so what is that difference? There are differences between the two and the main differences are the purpose of them, the content which you should include in them and the length of them.

The resume

The resume should be relatively short, preferably no longer than one page and should clearly outline your achievements, your education and your previous work experience.

The CV

Your CV should be more detailed and as such longer than your resume, it should include all the vital information in detail relating to your educational background. Your experience, any achievements you have gained, awards you have gained relating to the type of work you are applying for and any other information you think which relates to the position you are applying for.

When would I use a resume?

You would usually give your resume when you apply for a position and fill in an application form, your resume will give the prospective employer a rough idea of what you are capable of achieving and will help you get your foot in the door by securing you an interview.

When would I use a CV?

You can use your CV during the actual interview to help back up any claims you make during the interview regarding your experience . It would also be used chiefly when you were applying for academic, research, educational or scientific positions.

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What are the benefits of using a resume bank

Written by on May 14, 2008

There are numerous benefits to using a resume bank, in fact both employers and candidates can come out winners, providing research is made and the resume bank is screened. Resume banks provide those who are looking for work and who have written a resume the ability to have their resume noticed by many employers who are offering positions which relate to the type of work they are looking for.

Employers can search resume banks looking for criteria which meets that which they are looking for and can lead them straight to you, making your quest for work a lot easier. The quality of resume banks differs, with some offering only a very basic service free of charge when posting, while others offer a more complete service but charge.

The biggest challenge when trying to decide whether or not to go with a resume bank is choosing the right one for your needs and also one which is successful and has a good track record in matching prospective employers with candidates, in the type of work you are looking for. To help you on your quest find listed below some helpful hints and advice in what to look for when choosing the right resume bank.

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Understanding the interview process

Written by on May 14, 2008

Many people think of the interview process as an interrogation; however, the interview should be looked at as a two-sided conversation in which both sides play an equal role. Admittedly, the major reason for being there is for the interviewer to get to know you and what you are capable of but also you are there for you to decide if this is the right position or company for you.

Therefore, the interview should be a two-sided process with you answering and asking relevant questions; the interview is also your chance to sell yourself and show yourself in the best possible light. You should do this by answering all questions briefly and honestly in a relaxed and confident manner while inputting your own thoughts and questions.

You should have researched the company beforehand in preparation for the interview and you can use this knowledge to your advantage during the interview and it can be the basis for your questions.

By asking questions of your own during the interview you are showing that you have done your homework and are taking an active interest in the company and what the company has achieved or intends to achieve in the future, this will be your opportunity to show how you could be a benefit to the company in the future. Questions you could ask during the interview are:

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Tips when attending behavioural interviews

Written by on May 14, 2008

The interviewer will often use the behavioural interview technique as a way of assessing how you could positively affect the company should they hire you, they will base this on past events you have handled that you give clues about during your interview. How do you know if the interview is a behavioural interview?

Well It is a clear give away if the interviewer looks you in the eye and says with a smile “so tell me about a time when you.”, depending on how you answer, will determine if you get the position or if you will be considered for the job. Tips for successfully surviving the behaviour technique interview are:

Answer consistently and elaborate on your achievements

When asked about past achievements don't be afraid to speak out and give clear concise examples of your past achievements, there is no getting around the fact that getting the job depends on your past experiences so elaborate on them. If you are lacking in experience then relate questions the interviewer is asking to something close to which you achieved, but above all be honest, don't forget you have to be able to back up any claims you make.

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Tips for successful job hunting

Written by on May 14, 2008

There are many techniques you can use to help you on your hunt for the perfect job and there are many different types of source which advertise and offer jobs to those searching. Here are some tips and ways to help you get the most out of your job search:

Career centres/job centres

The career centre will offer a wide variety of jobs from all industries and are always worth checking on a regular basis as listings or postings are usually updated on a daily basis, depending on the size of the centre. Staff working in the office is there to help you in any way they can and are able to match your criteria with jobs that are on offer.

Job centres are much like the career centre but usually focus on the younger person under the age of 21, they will usually have jobs aimed more at the younger person, though some do now extend this to help anyone, however quite a few of the postings only offer minimum wage.

However, it is a good place to start if you're looking to get your foot in the door or return to work after a break. Younger people can very often go on training courses to further their choice of career and most job centres hold registers on computers where jobs are matched to your particular skills and requirements.

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Tips for students & third party recruiters

Written by on May 14, 2008

Employers very often use third party recruiters when targeting students, there are various ways that employers do this using third party recruiters, with some of them being recruiting on campus, representing the company's at job fairs and screening people who apply for work via websites. Many colleges will also have third party recruiters who are on campus to help students choose careers and apply for positions, the different types of third party recruiters are:

Employment agencies

This type of third party recruiter will have a number of organisations on their books and will get a set fee for every successful candidate that they match successfully with a position. This fee can be paid by the successful candidate or the employer who offers the position and the candidate should be aware that they might have to pay the fee. If the employer will be paying the fee then it will normally be listed with the offering as "fee paid", if not then it's a good indication that the candidate will have to cover it.

Resume referral firms

This type of third party recruiter will gather information on those looking for positions and forward it to potential employers with positions open, the information gathered is usually by means of resumes which are then submitted into data forms which employers can access. The candidate, employer or both might have to cover the cost of the fee.

Search firms

Employers sometimes have contracts with search firms whose job is it to find and screen candidates for positions, the employer will usually pay the fee for this.

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The top 10 qualities that employers look for

Written by on May 14, 2008

Studies have shown us that employers and interviewers look for certain points in candidates and meeting these requirements can be one of the main reasons why some candidates are more successful than others when it comes to getting through the interview with flying colours and getting the position. The top 10 requirements that most employers and interviewers look for are:

1. Excellent communication skills

Excellent communication skills is the number one criteria that employers and interviewers look for in candidates, being able to carry yourself confidently and be able to relate to others around you is essential whether it by verbal or written skills.

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The different types of resumes

Written by on May 14, 2008

When looking into writing your resume you will find that there isn't such as thing as a general resume, a resume should be a personal item which shows you and your skills, qualifications and achievements off to the best advantage. However, there are many different formats of resume and only you can decide which one is more suitable for your needs.

While the chronological resume is the one which is more widely used than other forms, your particular situation might warrant another type. Once you have decided which resume is the right type for your situation then comes the hard part writing your resume and getting it onto employer's desks. Here are the five different formats which are used.

The targeted resume

This type of resume is suited for those of a particular industry or a specific career objective, the contents of this type of resume should focus on your skills, qualifications and any experience you have which relates to a particular field or career objective.

The inventory resume

This type of resume is a more general resume in that it doesn't need to target a specific industry or career objective; it should highlight your achievements, skills and qualifications in a more general way and can be reused by re-printing several copies for distributing to more than one company.

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Submitting your online resume

Written by on May 14, 2008

Once you have collected all the vital information you need for your resume and have it all in order and have chosen a few resume services to go with then it's time to submit it. In order to get the best from your chosen resume services here are some helpful tips:

Resume writing software

If you can afford it then choose a good resume writing software package, the more costly packages are a full job-hunting tool. The software will allow you to write you resume, distribute to online banks, keep track of where you posted it and when, write cover and thank you notes, an address book and have virtual reality built in which allows you to practice for interviews.

Use a resume writing service

For a more professional resume then you could choose a resume writing service, a full service will write your resume for you while some will go over a resume you have written and correct any mistakes or point out areas in which you could do better.

Remember which banks you submit too

If you are submitting your resume to several resume banks then write down or bookmark where you have submitted too, by keeping track you wont be submitting to them again which will save time and effort and you will be able

to go back to the sites and check, modify or remove your resume if and when needed.

Remember to update your resume on a regular basis

If your resume is continually being overlooked then the reason it may be overlooked is because it is older, regularly check sites you have submitted your resume and update it. If you haven't got any new information to put on the resume then just alter the wording around a little. Most sites should have an edit option and this will then flag the resume as being updated or new which could attract an employer's eye more than one which has been sitting around for a while.

Never use abbreviations

Never be tempted to use emoticons, shorthand or abbreviations in your resume, always make sure the resume looks clean and professional looking, never highlight words by using italics, bold or capitol letters and leave spacing between paragraphs.

Choose one of the more well known sites

There are a lot of websites offering to post your resume online for you but some are more successful than others, always choose the more well known and popular sites which advertise their services widely. Employers are more likely to visit those sites which advertise on radio broadcasts, newspapers and TV than the smaller ones.

This entry was posted is filed with [Employment](#), [Job hunting](#), [Resumes and Portfolios](#) tags.